

# URBAN VILLAGE ADMINISTRATIVE SITE DEVELOPMENT PERMIT

## Submittal Requirements

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The applicant is responsible for providing the following information to the Issaquah Development Services Department (MDRT). For additional information concerning application submittals, do not hesitate to contact the DSD at (425) 837-3100.

### Application:

- \_\_\_\_\_ 10 full size and 3 (11x17 scalable) drawings
- \_\_\_\_\_ Permit Application
- \_\_\_\_\_ Completed Site Development Permit Submittal checklist
- \_\_\_\_\_ Legal description (2 copies)
- \_\_\_\_\_ Written narrative describing the project and how it complies with the Urban Design Guidelines, and any phasing if applicable.
- \_\_\_\_\_ Form, stamp or letter indicating Master Development, the ARC, the Homeowner's association has reviewed and approved the application. Please include copies of any required changes or suggestions. (2 copies)
- \_\_\_\_\_ List of adjacent property owners within 300', incl. County assessors map, 2 sets of mail labels, 1 copy of the label page.
- \_\_\_\_\_ *Provide as much information as possible to explain your project to our reviewers (sections, details, additional studies, drawings, etc.)*

### Site Development Permit Checklist:

- \_\_\_\_\_ Title of Proposal.
- \_\_\_\_\_ Date of Submittal.
- \_\_\_\_\_ Legal owner's name/information
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Name/address of preparer
- \_\_\_\_\_ Agent's name/information
- \_\_\_\_\_ Graphic scale, unless otherwise agreed, 1"=40'; landscape plans shall be at 1"=20'.
- \_\_\_\_\_ Vicinity maps showing the Issaquah/Sammamish Plateau area with the Issaquah Urban Boundary and city limits and the Project Urban Boundary with the location of property with surrounding roads and city limits
- \_\_\_\_\_ Zoning
- \_\_\_\_\_ Issaquah Highlands Urban Design Guidelines Neighborhood Type
- \_\_\_\_\_ Gross site area in square feet and acres.
- \_\_\_\_\_ Total gross floor area.
- \_\_\_\_\_ Total square footage of impervious and pervious surface called out by type, including building footprint (pervious + impervious = 100%) and calculations.
- \_\_\_\_\_ Number of proposed dwelling units, if applicable.
- \_\_\_\_\_ Density
- \_\_\_\_\_ Total number of proposed compact, standard, loading and barrier free/van parking stalls.
- \_\_\_\_\_ Based on the Issaquah Highlands Urban Road classifications, show the permitted ADT and estimated ADT, with the estimated ADT's calculations, for proposed public or private roads.
- \_\_\_\_\_ As applicable location and calculations for landscape buffers which as well as parking lot landscaping.
- \_\_\_\_\_ Any proposed use of the site as well as any hazardous materials that will be used on site.
- \_\_\_\_\_ Required setbacks.

## SITE DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS

- \_\_\_\_\_ Listing of any and all permits required, including those outside the City of Issaquah.
- \_\_\_\_\_ For parks, plazas, woonerfs, roads, indicate ownership and maintenance responsibilities.

### ***Existing and Proposed Site Survey:***

- \_\_\_\_\_ Indicate the existing site topography (maximum five (5) foot intervals) and accurately estimate the topography one hundred (100) feet beyond the exterior property lines.
- \_\_\_\_\_ Indicate the location of all natural and manmade features, including size and use, on-site and within one hundred (100) feet of the site, including buildings, easements, utilities, critical areas, setback lines, etc.
- \_\_\_\_\_ Show property lines, including dimensions for property under review.
- \_\_\_\_\_ Include name or number of all streets.
- \_\_\_\_\_ Indicate all ditches, channels, bridges, culverts, and catch basins and show direction of flow.
- \_\_\_\_\_ Show all on-site rights-of-way, easements and their purpose, dedicated areas, and open space areas, including parks, plazas, and woonerfs.
- \_\_\_\_\_ Indicate the width, materials, classification (as appropriate), and location of all on-site roads, trails, sidewalks, and walkways. Show their connections to adjacent and off-site improvements. For roadways indicate their slope in percent of grade.
- \_\_\_\_\_ Show existing driveways, roads, access easements adjacent to the site and on properties on the opposite side of roadway or easements facing the property.
- \_\_\_\_\_ Label, number, and dimension (both on-site and adjacent on-street) standard, compact and handicapped parking stalls and loading areas.
- \_\_\_\_\_ Show location, dimensions, and use of all retained and proposed buildings.
- \_\_\_\_\_ Show distances from building walls to property lines.
- \_\_\_\_\_ Show the location of all exterior entrances into buildings, including garage entrances.
- \_\_\_\_\_ Show the location of, site amenities, e.g. benches, tables, fountains, bicycle racks, garbage receptacles, etc.
- \_\_\_\_\_ Indicate all improvements to be placed within public right-of-way.
- \_\_\_\_\_ Indicate location of mailbox kiosks, hydrants, flag poles, refuse/recycling enclosures, and bus shelters. If possible indicate the location of electrical equipment pads, power poles, and exposed HVAC equipment. Include those adjacent to the site. Applicant must work with utility companies to identify utility vault locations.
- \_\_\_\_\_ Indicate length and height and material of all retained and proposed walls, rockeries, retaining walls, and fences including dumpster enclosure.
- \_\_\_\_\_ All exterior freestanding light fixtures (including street lights) shall be noted as to location, type, and wattage. (Light fixtures attached to the building shall be reviewed during the building permit review.)
- \_\_\_\_\_ Areas which will be used for temporary structures and portable carts.
- \_\_\_\_\_ Areas for reserved seating.

### ***Landscape Plan:***

- \_\_\_\_\_ Topographic contours at 5 foot intervals.
- \_\_\_\_\_ As applicable, indicate landscape buffer type, location, and size in square feet; trail(s) and their borders as to classification and location; street right(s)-of-way landscaping

## SITE DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS

- \_\_\_\_ For each landscaped area, indicate, planting bed sizes in square feet, if within a parking lot; number and type of trees, shrubs and groundcover; indicate native or drought tolerant landscape plant materials.
- \_\_\_\_ Plant types identifying general categories (e.g. evergreen trees, deciduous shrubs) and possible plants associated with those categories.
- \_\_\_\_ Plant schedule listing common and botanical names of landscape plant materials proposed.
- \_\_\_\_ Indicate method for complying with water conservation standards. Indicate water conservation set points (i.e. frequency and duration of watering).
- \_\_\_\_ As much as possible, show all existing and proposed utilities, i.e., power vaults, hydrants, lights, poles, signs, electrical equipment pads, as well as refuse/recycling, exposed HVAC equipment, flag poles, etc., in relation to plantings.
- \_\_\_\_ Indicate location, height, and materials for fences; retaining walls and proposed rockeries, walls and berms.
- \_\_\_\_ Show location of proposed buildings, parking areas, accessory structures, and access.
- \_\_\_\_ Drainage.
- \_\_\_\_ Irrigation plan, if applicable.
- \_\_\_\_ Tree protection measures, such as distance between parking spaces and tree trunks, bollards, trunk guards, and/or mulched areas.
- \_\_\_\_ Show street tree locations.

### ***Conceptual Drainage/Grading Plan (if applicable):***

- \_\_\_\_ Topographic plans shall extend one hundred (100) feet beyond the exterior property lines and detail all natural and manmade features.
- \_\_\_\_ Include existing as well as proposed contours at intervals of no greater than 5' and detail all natural and manmade features. Show existing contours as dashed line and proposed contours as solid line.
- \_\_\_\_ Any area over 15% in slope shall be indicated
- \_\_\_\_ Indicate all surface water features, floodplains and/or wetlands.
- \_\_\_\_ Location of existing storm drainage system.
- \_\_\_\_ Indicate pollutant separation, treatment details, and location.
- \_\_\_\_ Indicate detention/retention as well as ponding areas.
- \_\_\_\_ Location of all proposed impervious surfaces and their square footages.
- \_\_\_\_ Indicate drainage system critical elevations and finished floor elevations.
- \_\_\_\_ Show all rockeries and retaining walls.

### ***Utilities Plans (if applicable):***

- \_\_\_\_ Indicate all locations and routes of all utilities including those adjacent to the site. These utilities include water, sewer, stormwater.

### ***Typical Floor Plans***

May be requested as additional information if necessary to review the site plan.

## SITE DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS

# Affidavit of Ownership

(Complete if property is not owned by applicant)

STATE OF WASHINGTON }  
COUNTY OF KING } ss

File Number: \_\_\_\_\_

Owner Name/Address: \_\_\_\_\_

The undersigned declares

1. That he/she is competent to be a witness herein;
2. That he/she is the owner the above property located at:

Legal Description: \_\_\_\_\_

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.      NOTARIZED:

Location: \_\_\_\_\_  
(City/State)

(Signature)

(Applicant's Name - *Please print*)

WASHINGTON, residing at \_\_\_\_\_  
Notary Public in and for the STATE OF \_\_\_\_\_

# AFFIDAVIT AGENT AUTHORITY

**STATE OF WASHINGTON** )  
**COUNTY OF KING** )  
**CITY OF ISSAQUAH** )

I/we, \_\_\_\_\_, being duly sworn depose and say, that I am (we are) the owner(s) of the property legally described below, and that \_\_\_\_\_ has my/our permission to act as my/our agent in my/our behalf for this application for a \_\_\_\_\_ for the subject property with the City of Issaquah.

Legal Description: \_\_\_\_\_

Owner's Signature	Date	Owner's Signature	Date
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Mailing Address: \_\_\_\_\_

Street City State Zip

Phone: \_\_\_\_\_

Home Business

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WASHINGTON, residing at \_\_\_\_\_.

## Certificate Concerning Critical Areas Compliance